

# **Agreement for the Transfer of Staffing Entitlements**

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| Parties | | | | | | | | | | | |
| Name of school providing the staffing (A) | | | |  | | | | School no. | | |  |
| Name of school receiving the staffing (B) | | | |  | | | | School no. | | |  |
| Staffing transfer details  School A relinquished to School B the following staffing for each year of the term of this agreement. | | | | | | | | | | | |
| New or updated agreement | |  | | | Cancel or end agreement | | |  | | | |
| Agreement start date | |  | | | Agreement end date | | |  | | | |
| FTTE | |  | | | Salary units | | |  | | | |
| Senior mgmt. allowances | |  | | | Middle mgmt. allowances | | |  | | | |
| This transfer is for the teaching of | | |  | | | | | | | | |
| Terms and conditions of this agreement | | | | | | | | | | | |
| 1. This agreement starts and ends on the dates provided above unless terminated earlier under clause 6. 2. The parties agree to send a signed copy of this Agreement to [resourcing@education.govt.nz](mailto:resourcing@education.govt.nz) 3. On receipt of the signed copy in clause 2, the Ministry will adjust, for the following school year and for each subsequent school year until the expiry or termination of this Agreement, the total regular staffing allowance of the parties according to numbers specified in the ‘Staffing transfer details’ section. 4. The parties may vary this Agreement by agreement in writing. The parties will send a signed copy of the variation to the Ministry at the address in clause 2. The parties acknowledge that any variation that may have an impact on the redeployment of teachers will be a charge against the board of the school involved. 5. If any disagreement arises about this agreement, the parties agree to consult the Ministry for determination.   This form cannot be used to transfer cluster-based Learning Support Co-ordinator (LSC), Resource Teacher Learning & Behaviour (RTLB) or Technology staffing.  For In-School Learning Support Coordinator transfers   1. If the staffing transfer is for In-School Learning Support Coordinator staffing, both parties must be eligible for the entitlement. 2. The maximum length of a transfer is one year. 3. This agreement may be terminated by either party by giving the other party two months’ notice in writing. The parties agree to notify the Ministry of any termination.   For non In-School Learning Support Coordinator transfers   1. If no agreement end date is provided the agreement will last for 3 years. 2. This agreement may be terminated by either party by giving the other party one month’s notice in writing. The parties agree to notify the Ministry of any termination. | | | | | | | | | | | |
| Signed on behalf of the school providing the staffing (school A) | | | | | | | | | | | |
| Principal name |  | | | | | | | | | | |
| Principal signature |  | | | | | | Date | |  | | |
| Signed on behalf of the school receiving the staffing (school B) | | | | | | | | | | | |
| Principal name |  | | | | | | | | | | |
| Principal signature |  | | | | | Date | | | |  | |